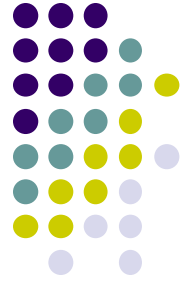


City of Lansing E Poll Book Training



Nov 3 2015
City General Election

Welcome



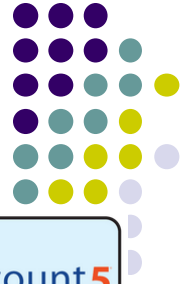
- **Introductions**
 - Who is first time E Poll Book?
 - Who is a chair or co-chair?
- **Classroom Rules**
 - Turn phone to vibrate
 - Encourage to ask questions
 - Safe environment to ask questions
 - Leave no one behind
 - Requires participation
 - Sign in and Sign out

Overview of E Poll Book



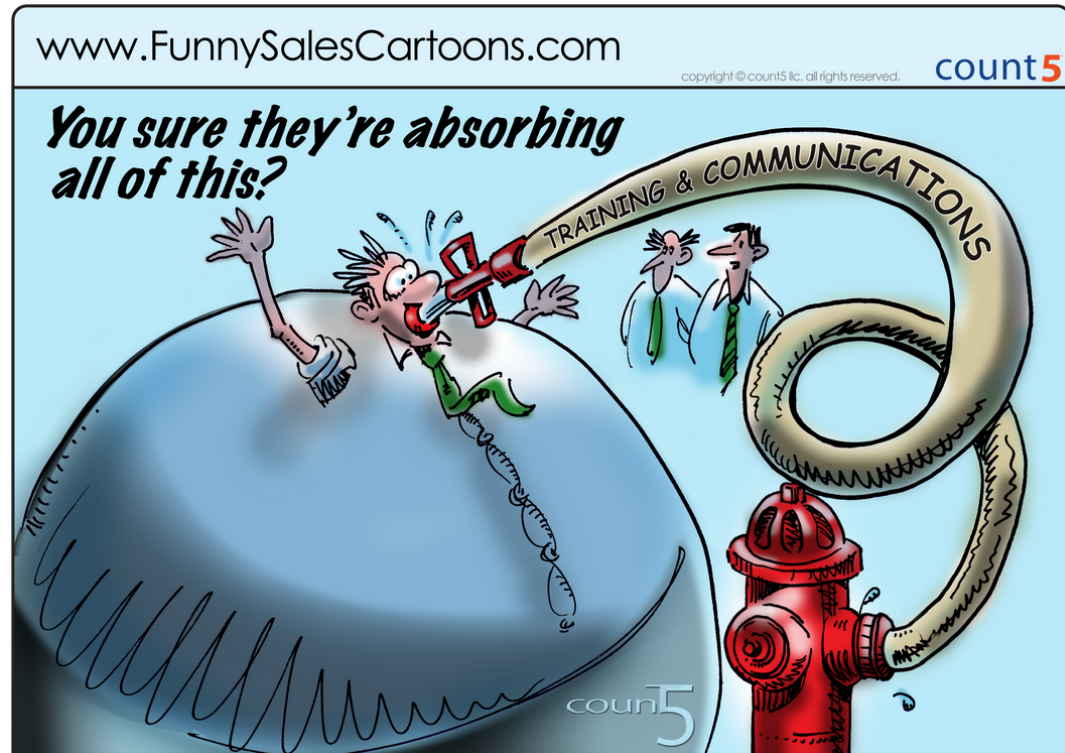
- Brief Review of Roles of Election Inspectors
- Updates for Nov. Election
- Opening
- Processing Voters
- During the Day
- Closing
- Troubleshooting Challenges
- 2016 Election Calendar

We can't cover everything!



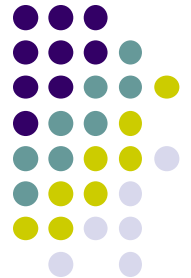
Resources

- Checklist of Operations
- Detailed PowerPoint
- Manual

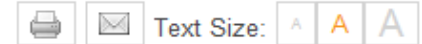


- Web Page just for you
- <http://www.lansingmi.gov/InspectorTraining>
- Videos
- Links to SOS

www.lansingmi.gov/InspectorTraining



City Clerk's Office



About City Clerk Chris Swope

Elections

Register to Vote

Polling Locations

Frequently Asked Questions (FAQs)

Other Political Links

Election Results

Extended Hours In-Person Absentee Voting

Inspector Training

City Council Meetings

Charter & Ordinances

Passports

Documents Provided

Inspector Training

Below are the links to the May 5, 2015 Election Training. All trainings are held at South Washington Office Complex Elections Unit, 2500 S. Washington. Please check your email or letter to determine which training to register to attend. If you have any questions about election training, please contact Brian Jackson at 517-483-4135 or email brian.jackson@lansingmi.gov.

E Poll Book Refresher Training - required for all scheduled E-Poll Book Workers who have prior experience. Limited number of attendees so please schedule

New E-Poll Book Training - required of all new poll worker or assigned inspectors who are being trained on E Poll Book. Hands-on training of the opening, closing and operations of E Poll Book Inspector

New Inspector Training - required of all new inspectors and new chairs or co-chairs. Everything and more about being part of precinct team

Overview Training - optional training for any inspector who wants to refresh on basic operations like AutoMarks, tabulators, and more

Chair Training - required of all chairs, co-chairs and superchairs to receive update on election precinct procedures

For instructions on how to sign up via eventbrite website, please click [here](#).



Chris Swope
City Clerk

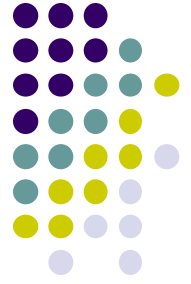
Contact

9th floor of City Hall
124 W. Michigan Ave.
Lansing, MI 48933.
517-483-4131
city.clerk@lansingmi.gov

HOURS
Monday through Friday
8:00 a.m. to 5:00 p.m.

What is on the City General ballot?

The candidates are:



Council Member At- Large: (Vote for 2)

Emily Dievendorf, Harold J. Leeman, Jr., Patricia A. Spitzley, Carol Wood,

Council Member Ward 1: (Vote for 1)

Shelley Davis Mielock, Jody Washington

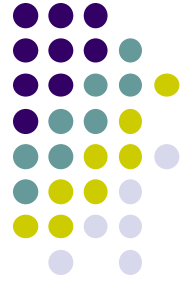
Council Member Ward 3: (Vote for 1)

A'Lynne Boles, Adam Hussain

The Charter proposal is to add a new section to the Lansing City Charter that requires all employment contracts for at-will employees, including Mayoral appointees, City department directors, and all agencies, boards, and commissions of the City, be limited to a maximum one year term.

City Primary Ballot

- We expect less than 20% turnout
- 2x August Turnout
- What do you think?
- How should we prepare?



Professional Expectations of ALL Election Workers



- RESPECT– voters, co-workers, guest and yourself
- Come On-Time & Ready to work schedule until dismissed
- Dress Code – clean, no words on clothes
- Lansing Employee Requirements

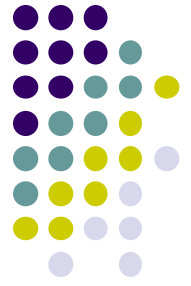


Meal Break Policy

- Coordinated through Chairperson
- 30 to 45 minutes (unpaid) per 8 hours
- Sign in and Out for meal breaks



6 Roles of a Precinct Team



Inspector Team Make-Up

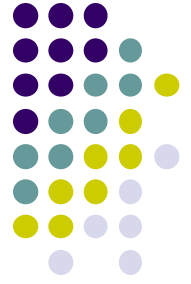
1 Chair

1 Co-Chair

2 – 4 Inspectors

1.5 – 2 E Poll Book

6 – 8 Total
depending projected turnout



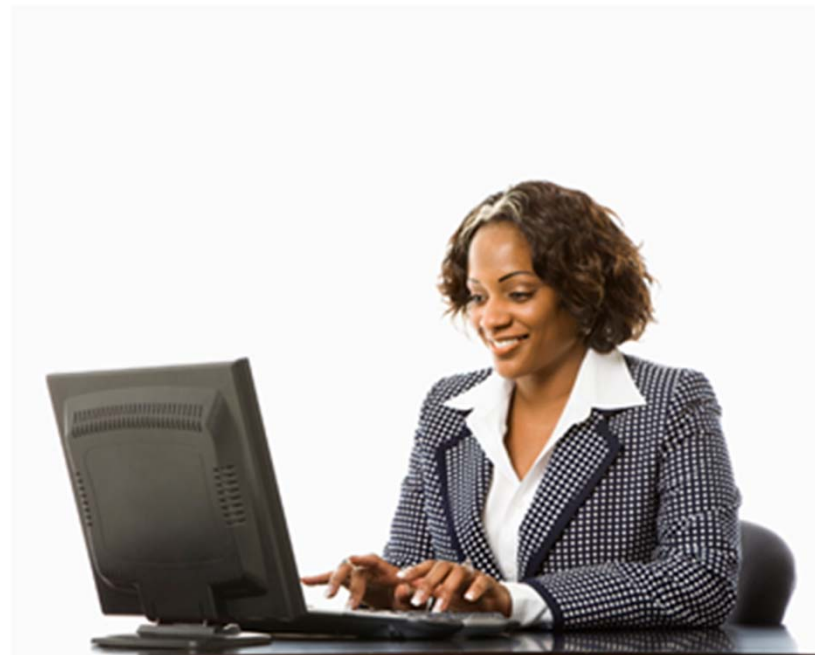
6 Roles of a Precinct Team

Type of Inspectors	
Greeter	
Application	
E Poll Book	
Ballot	
Tabulator	
Chair / Co Chair	



6 Roles of a Precinct Team

- E Poll Book Inspector
 - Try to Keep hands on keyboard.
 - Works closely with the ballot inspector

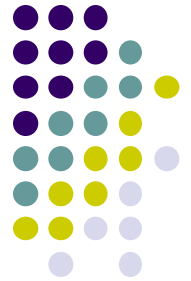




6 Roles of a Precinct Team

- Ballot Inspector
 - Initial and write ballot # on Application to Vote
 - Direct voter to booth and to tabulator inspector
 - Accept spoiled ballots



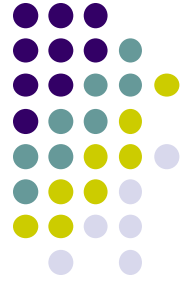


6 Roles of a Precinct Team

- Tabulator Inspector
 - Check ballot #
 - Advise voter on how to feed ballot
 - Stay 10ft, but monitor the machine
 - If error, review script on top of screen



6 Roles of a Precinct Team

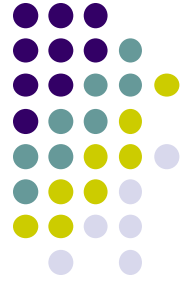


- Chairperson
 - On site supervisor
 - Chair and Co-chair
 - Have very long day & Night
 - Sign off that election is valid
 - Determine break schedule



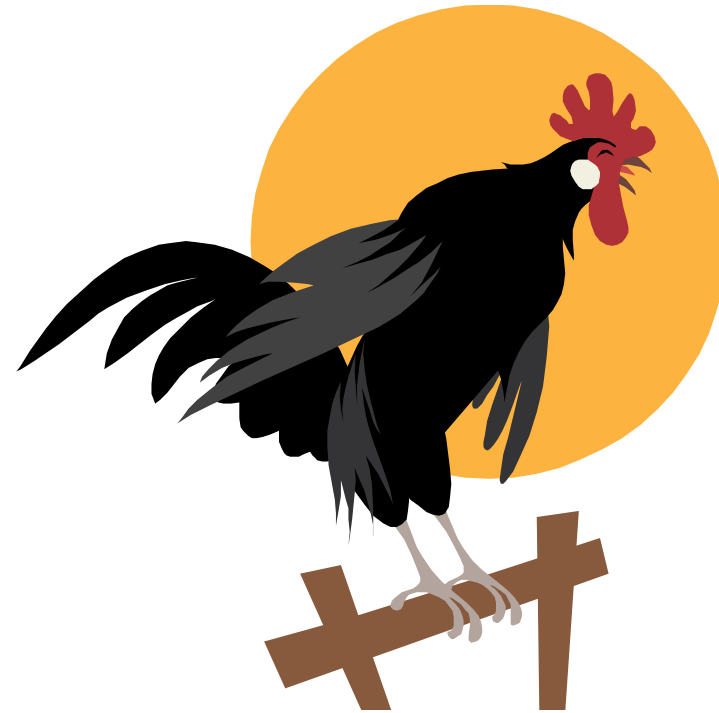
www.shutterstock.com · 79309792

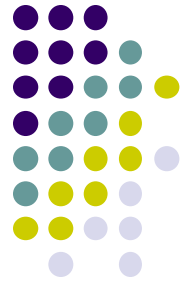
Before the Polls Open Night before?



Checklist of Operations

- Review Page 2 -7
 - E Poll Book
 - AutoMARK
 - Tabulator
 - Poll Book and more!
- 7am –Chair announces “Polls are open”

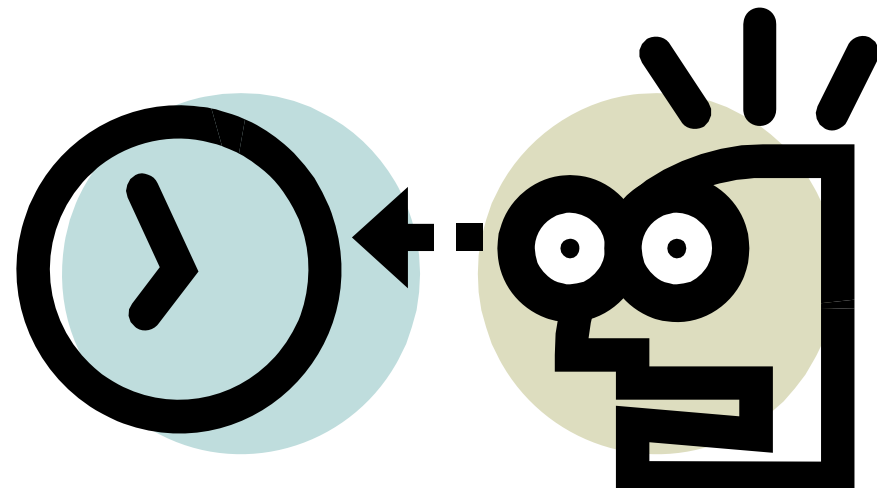




During the Day pg. 5 – 7pm

Hourly Check (pg. 5)

1. Check Voting Booths
2. Update Voter Log
3. Rotate Roles when possible
4. Complete Ballot Balance Check





Ballot Balance Check*

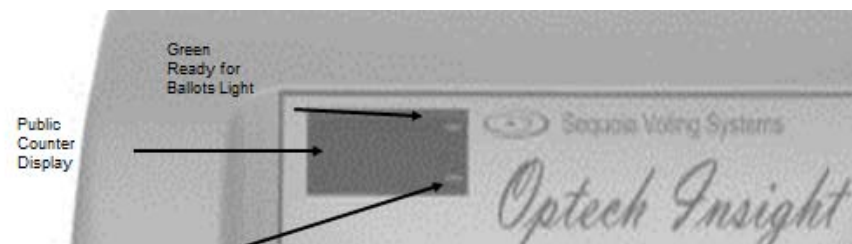
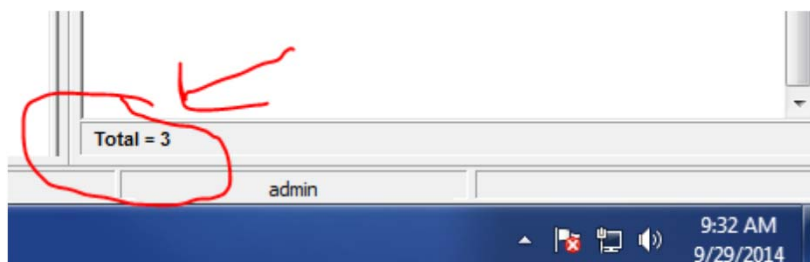
**E Poll Book
Total Count**



People Voting



**Tabulator
Display**



*** Complete this Check immediately
whenever there is a Ballot Jam**

Trouble Shooting Guide

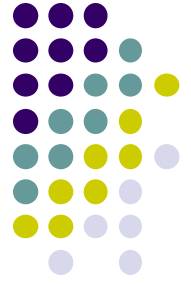


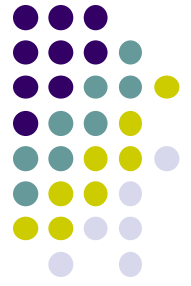
Table of Contents

- Facilities
- Emergency
- Voters
- Guest
- End of Day
- Equipment
- Workers

Located

- Binder will be located in Black Box

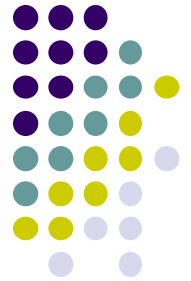




Closing Time pg. 13 - 30

- Polls do NOT close until everyone in line at 8pm has voted
- Everyone leaves together when dismissed by chairperson
- [How to seal bag video](#)

Closing Time E Poll Book – page 16



- E Poll Book Summary Report

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
	00000017	00000200	184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J

L. Difference

200

202

0

Name

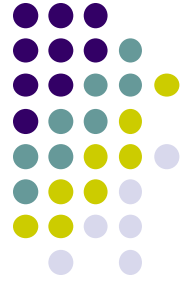
- Activity Log Report
- Ballot Summary
- epb
- epb_history
- List of Voters
- Remarks

- 7 Icons in Privacy Zone



Closing Procedure

pg. 13 - 30



Common Issues

- Tabulator -
- Payroll
- Ballot Bag Seals
- Items in the wrong location

Solutions

- Must see results on tape
- Make sure everyone's time is recorded properly. Have them double check
- Step by Step Picture in Troubleshooting Guide
- Review Check of Operations

what to watch out for?



11/5/2013 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP
PRECINCT 00001

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
[None]	00001001	00001016	16
[None]	00002001	00002016	16
			32

B. Number of absent voter return envelopes received by board: 0

C. Total of lines A and B (Must match Line K below): 32

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated: 12

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 1

G. Number of ballots rejected: 0

H. Number of ballots used by election inspectors for ballot duplications: 0

I. Number of PROVISIONAL "envelope" ballots issued: 1

J. Number of UNUSED BALLOTS (excess ballots):

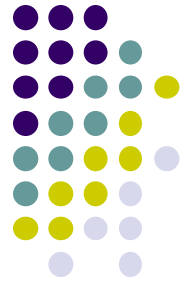
Ballot Style	Starting No.	Ending No.	Count
[None]	00001012	00001016	5
[None]	00002003	00002016	14
			19

K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above): 33

L. Difference: -1

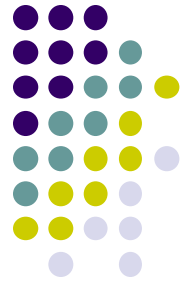


Challenges



TROUBLESHOOTING
You are doing it wrong.

Challenges



Alternative to:

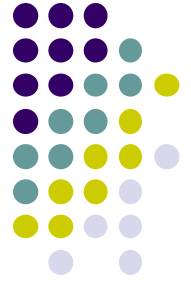


Resources

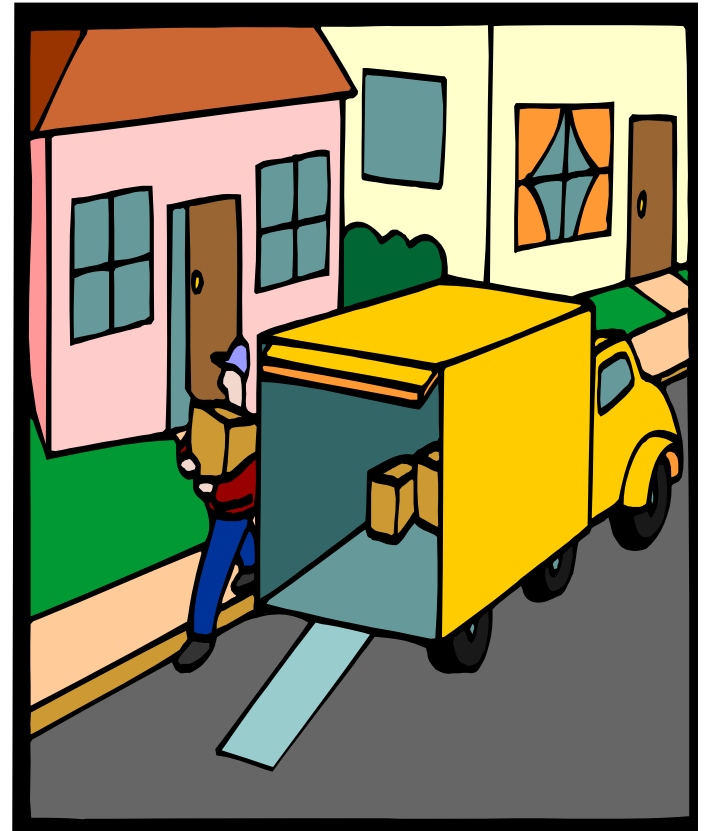
1. Trouble Shooting Guide
 2. Call Super Chair
 3. Call City Clerk Office
- Do not stop Election to solve problem.
 - Let other voters vote
 - Use Auxiliary Bin if Jam

Challenges

Voters Who Have Moved



- Move made within the City of Lansing ...
 - Have the voter complete an **Election Day Change of Address Notice**
 - Put the Change of Address Notice in the **Local Clerk Envelope**



Challenges

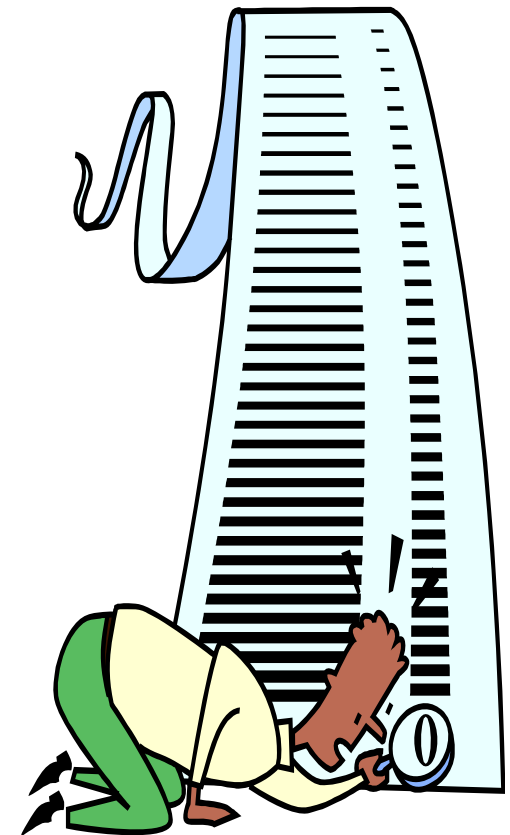
Voters Who Have Moved



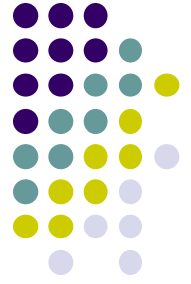
- Voter moved outside the City of Lansing
 - If the move was made after **September 3 (60 days)** and
 - the voter has not reregistered in their new location
 - have the voter complete a Cancellation Authorization and let them vote “one last time”
 - Place any Cancellation Authorizations in **the Local Clerk envelope**
- If voter moved out of Lansing before **September 3 (60 days)**, they do not have the right to vote here.
 - Recorded in E Poll Book as “rejected voter”

Missing Registration

- When a voter's name does not appear on the E Poll Book's precinct list take the following actions:
 - Confirm that the voter is in the correct precinct
 - **Check other precincts on E Poll Book**
 - Check for hyphenated names, prefix/suffix, name change, etc.
 - Ask to see a Voter ID card or valid voter registration receipt
 - Contact the Clerk's Office at 483-4133

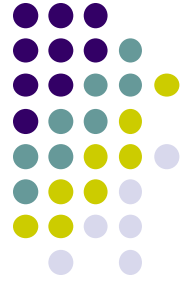


Volunteer Opportunities



- #BeReady2Vote
 - Voter Registration Drive Specialist
 - Children Presentations – Mock Election
 - Sparty vs Big Lug
- Office Volunteers
 - City Hall – filing, prep mailing
 - SWOC – election prep/takedown





Elections in 2016

- Save the Date – Upcoming Elections
 - March 8, 2016
 - May 3, 2016 – very likely
 - August 2, 2016
 - November 8, 2016
- Need to **Respond** to postcard/email sent to be eligible